

FEDERAL
ACQUISITION
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Warrant Details Editor Task Aids

*To foster a high-performing,
qualified civilian acquisition
workforce.*



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Introduction



Warrant Process

Part 1: Form Component:

1. Warrant Details Editor enrolls User in Certification Candidate group to provide application form access
2. Warrant Details Editor notifies User that they have access to the form
3. User completes the Warrant application form
4. The application form routes through approval workflow
5. Warrant Approvers approve, deny, or deny and return the form
6. Warrant application form moves to Approved status after final approval level

Part 2: Certification component

1. User is enrolled in the corresponding Warrant Certification by the Warrant Details Editor (using reports to identify Users)
2. When User completes all Certification requirements they are marked as “Certified” in the Certification

Part 3: Test Component

1. User is dynamically enrolled in test
2. User does not receive notification they have been enrolled in the test
3. Warrant Details Editor uses reports to identify Users that have been enrolled in the test
4. Warrant Details Editor enters Warrant information (ex. Warrant ID, Limitations) and notifies User they can complete the test
5. User completes the test
6. User accesses their SF-1402

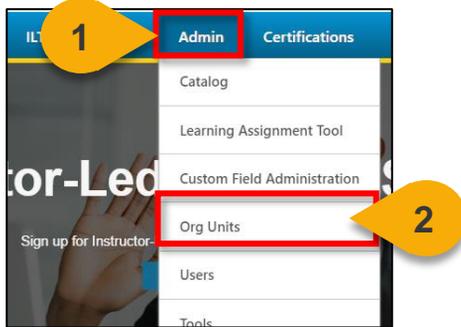
Warrant Applicant Management



Add User to a Warrant Candidate Group

When you want to give a Warrant candidate access to a Warrant Form...

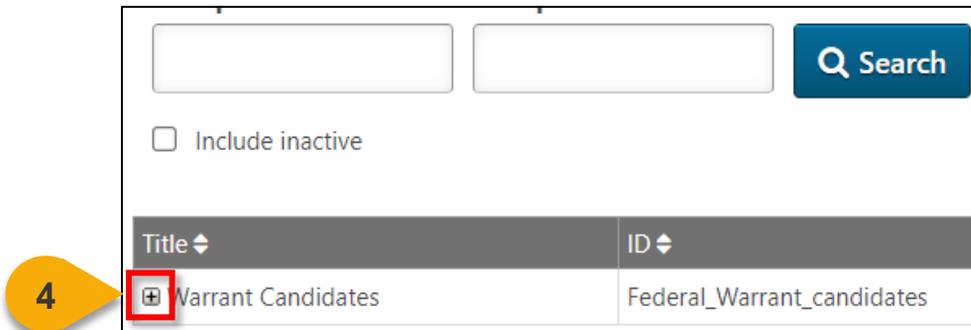
Steps 1 & 2: Hover over the **Admin** tab, then click **Org Units**.



Step 3: Click **Manage Organizational Unit Hierarchy**.



Step 4: Click the + next to **Warrant Candidates** to view the Agency Warrant Candidate groups.



Steps 5: Locate your **Agency's Warrant Candidate group** and click the **Edit icon** in the **Options** column.

Title	ID	Last Processed	Options
DOI Warrant Candidates	DOI_WarrantCandidates	2:41 PM 4/22/2021	 
DOJ Warrant Candidates	DOJ_WarrantCandidates	10:25 AM 4/22/2021	 

Step 6: Scroll down to the **Group Criteria** section. Click the **User icon**.



Add User to a Warrant Candidate Group (Cont. 1)

Step 7: A new window will open. Enter the Warrant Candidate's DAU ID into the **ID** field.

A form with five input fields. The fields are labeled: Last Name, ID, Manager's Last Name, First Name, and User Name. The ID field is highlighted with a red rectangular box. A yellow callout bubble with the number 7 points to the ID field.

Step 8: Click **Search**.

The same form as in Step 7, but the ID field now contains the text 'gsa_manager_001'. A blue button with a magnifying glass icon and the text 'Search' is highlighted with a red rectangular box. A yellow callout bubble with the number 8 points to the Search button.

Step 9: Click the **blue +** in the **Add column** to select the Warrant Candidate.

Search Results

Add	Name	Identifier	ID	User Name	Manager
	Manager1, GSA	General Services Administration (Organization)	GSA_Manager_r_001	GSA_Manager_001	

Add User to a Warrant Candidate Group (Cont. 2)

When you want to give a Warrant candidate access to a Warrant Form...

Step 10: The Warrant Candidate will be added to the **Selected User** section. Click **Done**.

Selected User

Remove	Name	ID
	Manager1, GSA	GSA_Manager_001

Search Results

Add	Name	Identifier	ID	User Name	Manager
N/A	Manager1, GSA	General Services Administration (Organization)	GSA_Manager_001	GSA_Manager_001	

(1 Result)

Close **Done**

Step 11: The Warrant Candidate will populate in the **Group Criteria** section on the **Edit Warrant** page. Click **Save** to finish adding the Warrant Candidate to the group. You will be returned to the Manage Group page.

Group Criteria +

+ Add Condition

User is Manager1, GSA (GSA_Manager_001)

+ Add Condition

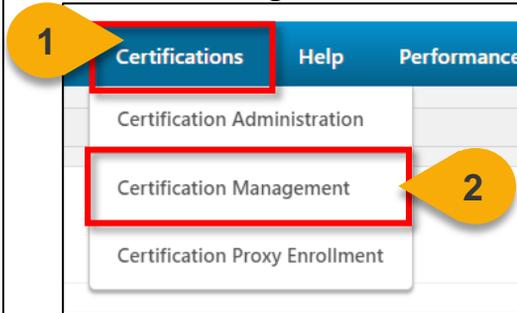
User is Admin, FederalWarrant (FederalWarrantAdmin)

11 **Save**

Proxy Enroll User in a Warrant Certification

When you want to enroll a User in a Warrant Certification...

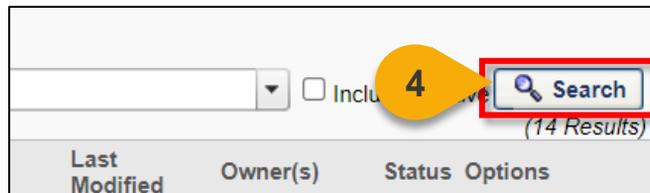
Steps 1 & 2: Hover over the **Certifications** tab, then click **Certification Management**.



Step 3: Enter the title of the certification you would like to enroll a User into using the **Certification Title** field.



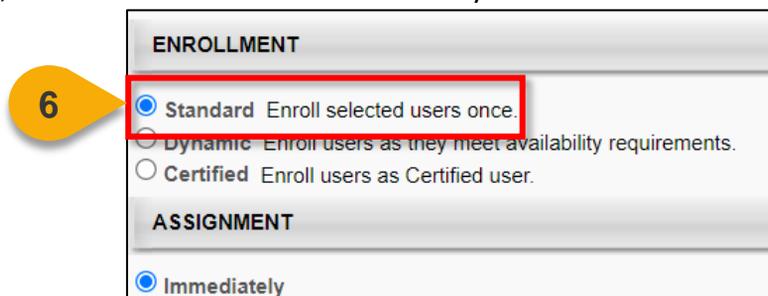
Step 4: Click **Search**.



Steps 5: Locate the certification in the search results. Click the **Add User** icon in the **Options** column.

Last Modified	Owner(s)	Status	Options
4/27/2021 9:25 PM	Harvey, Tiffany	Active	

Step 6: On the **Proxy Enrollment for Certification page**, select **Standard** in the **Enrollment section** to enroll the User in the Certification. **Note:** to enroll Users as Certified, select Certified and select the date you would like them to be certified.



Proxy Enroll User in a Warrant Certification (Cont. 1)

Steps 7: In the **Assignment** section, select when you would like the Certification to be assigned to the User: **Immediately** or on a **Fixed Date**.

ASSIGNMENT

Immediately

Fixed Date

STATUS

Step 8: In the **Status** section, select **Assign & Approve Certification**.

STATUS

Assign Certification - Item still needs approval

Assign & Approve Certification - Item is not registered

Steps 9: In the **Select Users** section, choose **Users** from the Select OU Criteria menu.

SELECT USERS

Select OU Criteria ▾

Select OU Criteria

All Users

Organization

Position

Grade

Location

Group

Users

Step 10: The **Select Users** window will open. Enter the **DAU ID** of the User you wish to proxy enroll in the **ID** field.

Select Users

Search is limited to 1000 records only

Last Name:

First Name:

ID:

Proxy Enroll User in a Warrant Certification (Cont. 2)

Steps 11: Click Search.

Select Users

Search is limited to 1000 records only

Last Name: First Name: ID: User Name: Manager's Name:

gsa_manager

Search

Step 12: In the search results, click the **Name** of the User you wish to proxy enroll.

Name	User ID
Manager, GSA	GSA_Manager
Manager1, GSA	GSA_Manager_001

Steps 13: Back on the **Proxy Enrollment for Certification page**, the User will populate in the **Select Users** section. Include Subordinates will be checked by default. **Uncheck Include Subordinates.**

SELECT USERS

Select OU Criteria ▾

Manager, GSA (GSA_Manager)

Include Subordinate

Step 14: Repeat steps 9 through 13 to add more Users or click **Next**.

SELECT USERS

Select OU Criteria ▾

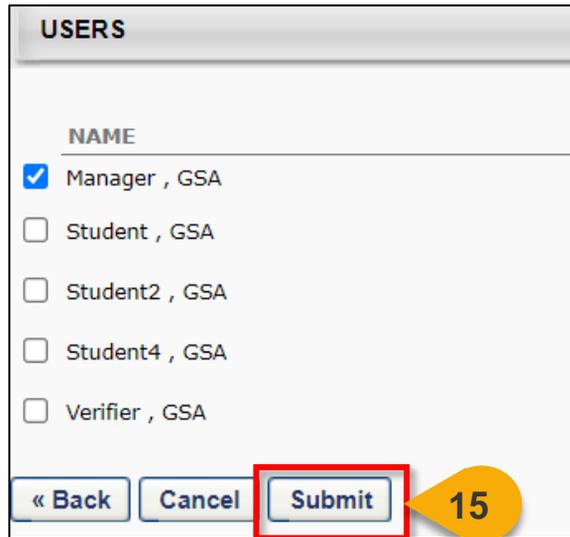
Manager, GSA (GSA_Manager)

Include Subordinate

Cancel Next »

Proxy Enroll User in a Warrant Certification (Cont. 3)

Steps 15: On the **second Proxy Enrollment for Certification page**, review the proxy enrollment information. Confirm the Users you wish to add are checked in the **Users section**. Then, click **Submit**. You will then see the **Proxy Enrollment page**.



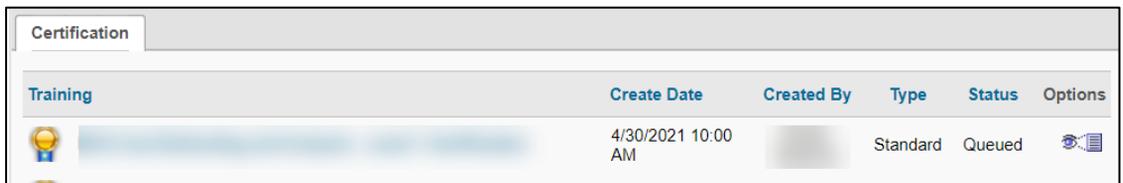
USERS

NAME

- Manager , GSA
- Student , GSA
- Student2 , GSA
- Student4 , GSA
- Verifier , GSA

« Back Cancel **Submit** 15

The **Proxy Enrollment page** will display the proxy enrollment along with its status. Within a few minutes, the proxy enrollment will process, and the status will change from Queued to Processed.



Training	Create Date	Created By	Type	Status	Options
	4/30/2021 10:00 AM		Standard	Queued	 

Update Training Details

When you want to enroll a User in a Warrant Certification...

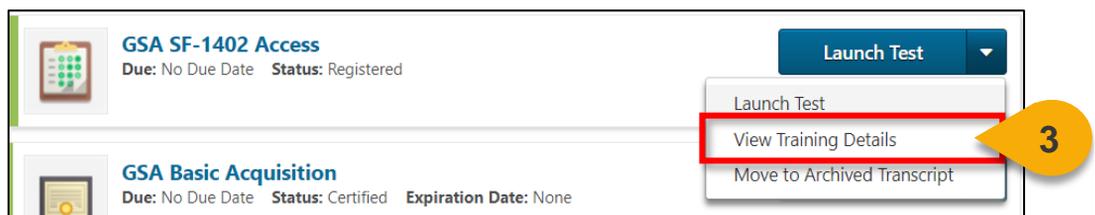
Step 1: Use the “Search for a User” and “View User’s Transcript” task aids to navigate to the User Transcript needing Warrant Details edits.



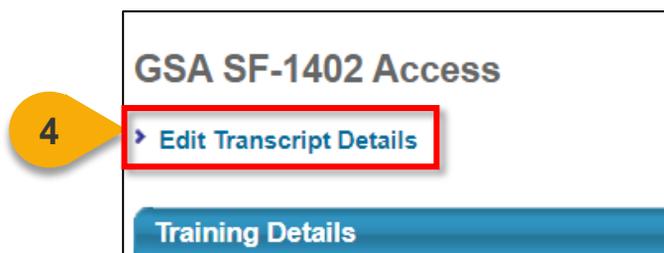
Step 2: Locate the **SF-1402 Access** test on the User’s Transcript. The title of the test will have your Agency noted at the front. Click the **dropdown arrow** across from the course name.



Steps 3: From the **dropdown menu**, select **View Training Details**.



Step 4: On the training page, click **Edit Transcript Details** at the top of the page.



Update Training Details (Cont. 1)

Step 5: On the **Edit Transcript Details page**, enter the User's specific Warrant information into the **Warrant fields**.

Warrant Limitations:

Warrant ID:

Warrant Form Approval Date:

Warrant Level:

FAI CLPs:

Warrant Threshold:

Warrant Bureau Issued By:

Step 6: At the bottom of the window, add a comment explaining the updates that were made into the **Comments** field.

COMMENTS

Cancel Save

Step 7: Click **Save**.

COMMENTS

Cancel Save

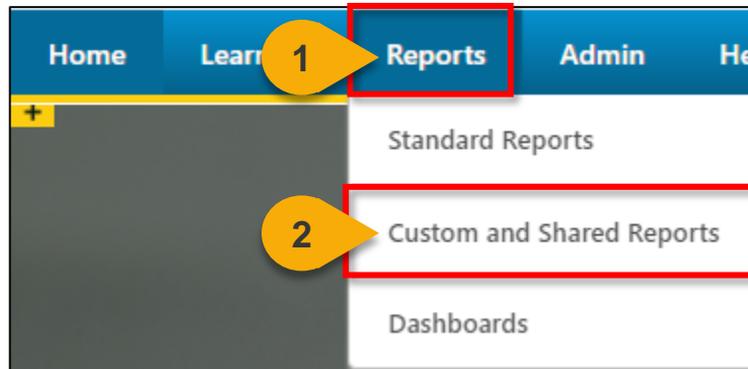
Reports



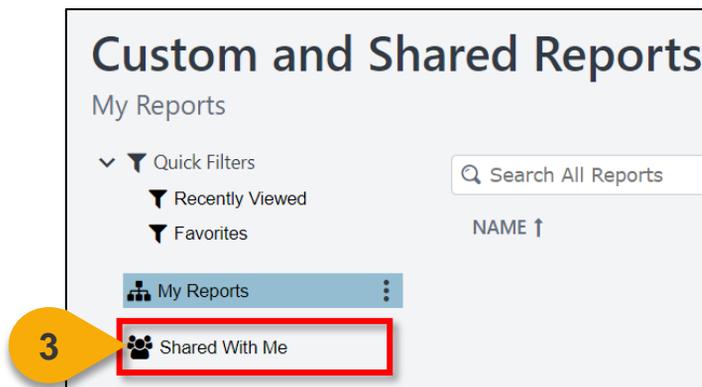
View and Download Custom Reports

When you want to filter and download a report...

Steps 1 & 2: Hover over the **Reports** tab, then click **Custom and Shared Reports**.



Step 3: On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.

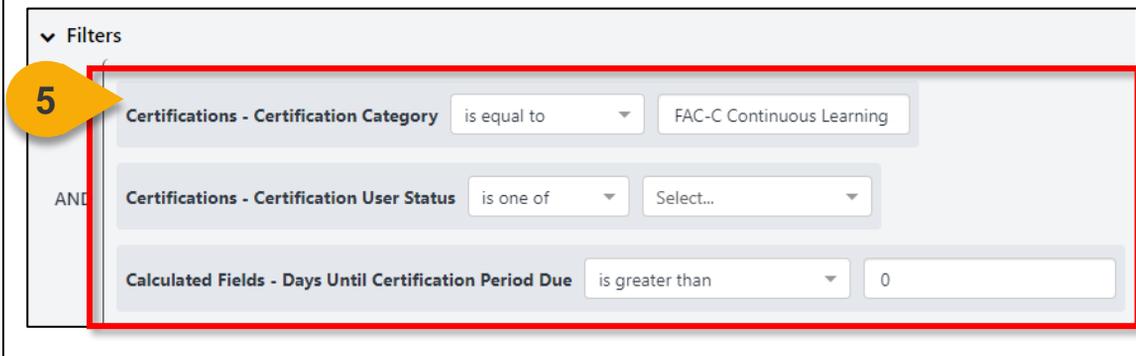


Step 4: Click the **Report Name** you would like to view to update the report filters.



View and Download Custom Reports (Cont. 1)

Step 5: Update the **filters** as needed. The filters will vary based on the report.



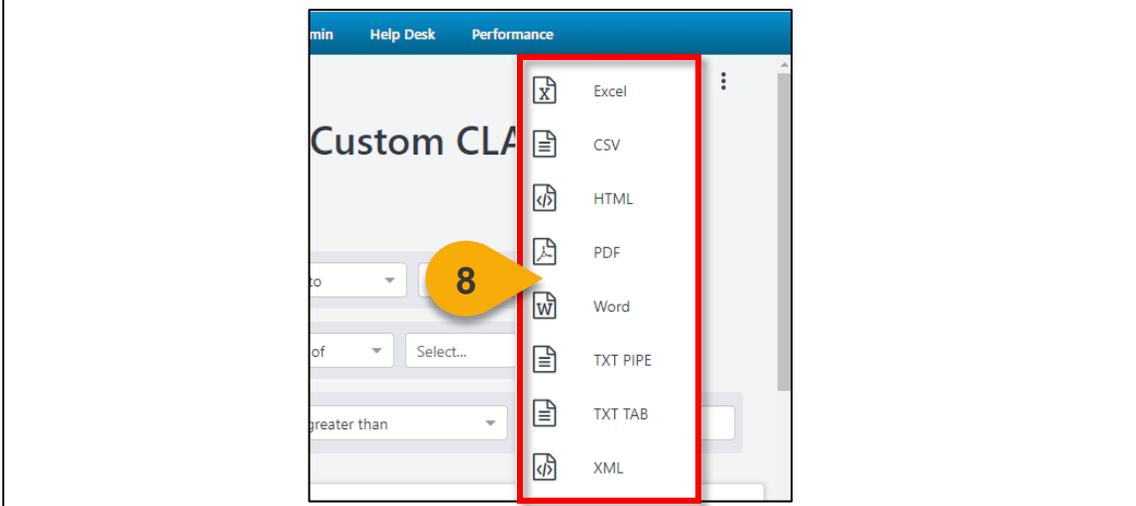
Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.



Step 7: Click the **Download Options** icon in the top right corner to see the formats available for this report.



Step 8: Choose the **File Format** in which you would like to download the report. The report will download to your computer.



Additional Resources



Additional Resources

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	<ul style="list-style-type: none"> FAI CSOD System Questions and Issues FAI CSOD System Errors and Troubleshooting Password Issues and Resets 	Email: DAUHelp@dau.edu Phone: (703) 805-3459, X1
Your Agency's Acquisition Career Manager (ACM)	<ul style="list-style-type: none"> Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements Agency-specific Acquisition Policies and Procedures Career Development Training and Development Opportunities 	https://www.fai.gov/humancapital/acquisition-career-manager-acm
FAI CSOD Training Materials and Online Resources	<ul style="list-style-type: none"> Task Aids for FAI CSOD Roles FAI CSOD Training Videos Other Guidance for Performing Tasks in FAI CSOD 	https://dau.csod.com/catalog/CustomPage.aspx?id=221000511 https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	<ul style="list-style-type: none"> FAI CSOD Migration Acquisition Training Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM) More! 	https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs
FAI Staff	All other questions	faicsod@gsa.gov